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MEMORANDUM FOR THE RECORD


SUBJECT: RED's New Multiproject Control System

1. In order to more effectively use the existing information concerning RED's projects, a Multiproject Control System has been started. This system will let management check at a glance the status of any RED contract, and follow its progress on a monthly basis. It is hoped that such a system will help eliminate "surprises"; technical and cost overruns that may arise in a contract. It will be comprised of two major parts: a monthly Project Status Form and RED's Project Status Board.

a. Monthly Project Status Form - This form will give vital statistics concerning the project. Each project will have a separate form which will be updated on a monthly basis. Besides important typed information, two charts appear on the form. The first chart will be filled-in in graph form, plotting expended and committed funds again time in months. A dotted line will represent the committed money and a solid line will be used for the expended funds. (see form) The second chart will be in bar form and will graph out important milestones of each contract. This chart will be keyed to the same time table as the first graph.

b. Project Status Board - This will be a board placed on the east wall of RED's conference room and will visually tell the status of each project. It will monitor four phases of the contract; the technical, schedule, and cost status, plus times of each contract review. Each phase being monitored will have 3 conditions, a green or normal go condition, a yellow or caution condition and a final condition which will mean trouble and labeled in red.

2. It will be up to each project officer to supply this information to Kathy. Any system of this sort will only be as current and correct as the information supplied.

  
Deputy Chief, Research & Engineering Division  
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